



North Carolina Extension & Community Association, Inc.

Scholarship Notification Documents

SCHOLARSHIP PROCEDURES

Scholarship Letter of Instruction

Form to be filed by Scholarship Recipient with NCSU, CALS Advancement

North Carolina Extension & Community Association, Inc.

SCHOLARSHIP PROCEDURES

Scholarship Committees

NCECA Scholarship Committee

- The NCECA, Inc. Scholarship Committee shall consist of:
 - The Past President shall serve as chair
 - The Past Vice-president from each district
 - The NCCE Association Advisor shall serve as consultant
- The NCECA, Inc. Scholarship Committee shall:
 - Promote the NCECA, Inc. Scholarships
 - To evaluate and assist in scholarship distribution as needed
 - Publicize NCECA Scholarship information by December 1.
 - Receive the recipient names from District Scholarship chairs.
 - Ensure all policies have been followed regarding scholarships.
 - Send the Scholarship Notification documents to each winning recipient.
 - Send a list of winning recipients:
 - to cals_advancement_business@ncsu.edu
 - Geri Bushel
 - All District Scholarship Chairs
 - Counties of the winning recipients

District Scholarship Committee

- District Scholarship Committee shall consist of:
 - The immediate past State Vice-president shall serve as chair
 - The State Vice-president shall appoint at least two additional members from the district, representative of the total membership. No two members shall be from the same county.
 - The District Liaison Agent shall serve as consultant for the district committee
- District Scholarship Committee Chair shall:
 - Set a time and place for the committee meeting
 - Receive applications (Appendix G) from NCECA Advisor by March 1. Do not judge prior to March 15.
 - Select two (2) scholarship recipients by May 15. The name and address of the recipients should be sent to the ***NCECA Inc. Scholarship Chair, NCECA President,*** Select an alternative in the event the winner does not claim the scholarship.

County Scholarship Committee

- County Scholarship Committee consist of:
 - The County Council Advisor shall serve as chair
 - The County Council President shall appoint at least four members, representative of the total membership, in addition to the chair. No two members shall be from the same local club
 - The County Liaison Agent shall serve as advisor
- The County Committee Chair shall:
 - Publicize scholarship information by December 1
 - Receive applications (Appendix G) by February 1
 - Set a time and place for the committee meeting

- In an ECA marketing effort, publicize the scholarship winner in the local papers, present the scholarship at the high school awards program or during the County Council achievement program.
- The County Committee shall screen applications (Appendix G) and select one (1) youth and one (1) adult application and forward two (2) copies to the NCECA Advisor by March 1. If no adult applications are received, two youth applications may be substituted, and if no youth applications are received, then two adult applications may be substituted

Exchange Districts

Northeast to Southeast	Southeast to South Central	South Central to West
West to North Central		North Central to Northeast



North Carolina Extension & Community Association, Inc.

Scholarship Recipient – Letter of Instruction

To: _____

Congratulations on being selected as the recipient of the North Carolina Extension & Community Association Scholarship. Your award of \$800 will be disbursed to your chosen school upon the receipt of the following required items. Please follow these instructions carefully.

1. Return the enclosed completed form no later than July 1 to:
NC Agricultural Foundation, Inc.
PO Box 7645 NCSU
Raleigh, NC 27695-7645
2. Attach a letter from your college or vocational school's Registrar's Office stating that you are officially enrolled for the coming semester.

This request for payment of scholarship funds will not be processed but will be returned to you if you have failed to include the above items. The check will be sent to the school or college upon receipt of the above items.

Sincerely,

NCECA Scholarship Chair

NC STATE

EXTENSION

**NORTH CAROLIN AGRICULTURAL FOUNDATION, INC.
SCHOLARSHIP ACCEPTANCE FORM**

**NCECA Jane S. McKimmon, Estelle T. Smith and Dazelle P. Lowe
Educational Scholarship**

To be completed by scholarship awardee

Include copy of your award letter/scholarship notification

Return by July 1 to ensure the scholarship is paid to the University/College prior to semester start.

Scholarship Amount: _____

Name of Scholar: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Email:** _____

Student College ID number – assigned by the University/College: _____

Name of College/University Attending: _____

Address of College Financial Aid Office: _____

City/State/Zip: _____

Phone Number of Financial Aid Office: _____

Acceptance signature

Date

All information must be completed for the scholarship to be paid!

Return NO LATER than July 1 to:

NC Agricultural Foundation, Inc.

Box 7645, NC State

Raleigh, NC 27695-7645

Or via email to cals_advancement_business@ncsu.edu

Questions? 919-515-9261 or alands@ncsu.edu

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